Step A: Create a Proposal in RazorGrant

If you are submitting a proposal through the Research and Sponsored Programs Office, you will need to create a RazorGrant proposal document. The following pages will walk you through the RazorGrant proposal creation process.

FIRST: Log into RazorGrant at https://razorgrant.uark.edu – you should see your name here

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(If you are experiencing difficulty logging in with IE, try using Google Chrome or Firefox) **UARK** Central Login Username: username (w/o @uark.edu) Password: Forgot your password? Log in To log out, guit your browser. 1. Navigate to the Researcher tab 2. Select "Create Proposal" - this will open the Proposal Document Provide Feedba 3.1.1 (Oracle9 Researcher Unit Central Admin Maintenance System Admin coeus ® Login Logo 🔄 action list 🛛 👰 doc search Logged in User: vendetti@uark.edu Proposals Protocols Quicklinks Actions Create Pr<u>oposal</u> Pessimistic Lock Grants.gov Opportunity Lookup Change Password Create Protocol Proposals Enroute Amend or Renew Protocol Notify IRB on a Protocol Request a Status Change on a Protocol All My Proposals Create Proposal For Grants.gov Opportunity Lists Lists Search Proposals Personnel Pending Protocols Protocols Pending PI Action Protocols Pending Committee Action Search Proposal Log
 Search Institutional Proposals ٠ Degree Information Protocols Under Development
 All My Protocols Current & Pending Support Bio-sketches Search Protocols All my Training : Awards All My Reviews Awards in Progress All my Awards Workflow Compliance Preferences Create Disclosure Negotiations **Review Final Entities** Pending Disclosures All my Disclosures All My Negotiations

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- 1. Use this field to write a short name that describes the purpose of the document
- 2. Complete each field. Since these fields are required to save the document, use TBD in Project Title if currently unknown and use Sponsor Code 100085 if you cannot locate your Sponsor. Popular Sponsor Codes: NIH = 000340. NSF = 000500.
- 3. Enter the last date that Sponsor will accept this proposal.
- 4. Complete only when applicable. Example, if UoA is a subaward to UAMS who is submitting proposal to NSF, then NSF is entered here. UAMS is entered as "Sponsor Code" in Step 2 above. Not all proposals have a Prime Sponsor.
- 5. You must save in order for the Proposal Document to become permanent. Saving takes (960 seconds since it is building the routing flow.
- 6. Make a note of your DN (email this number to your Grants Specialist.) <u>Go to Step B</u>